

Windows 11 Supplement

Windows 11

Protect Your Investment

Control access to the PC and make copies

NO ONE outside your house gets access to your PC

Microsoft WILL NOT CALL YOU!

Cable Company WILL NOT CALL YOU!

Create restore points

See below

Confidential settings

Search "Settings"

Privacy

Examine each option in list – Turn off if concerned

Apps Security Concerns

PC, Tablets, Phones

Be awake

Read all messages

Really need what is being asked

Who might use information?

What am I giving this app?

Why does an app need access to information on PC?

On-line accounts

- MS log-on or use any email account
- You log on
- You are connected to Microsoft all the time.

Encryption

If files are critical and private could consider encryption.

Accounts – Refresher

Take time to think about the way you will use the PC. A security suggestion is to have 2 accounts.

- One administration account to do installs
- One standard account to do normal work.

The thinking behind this – if you use an administrator account for all your work, you have the privileges to make changes to the system. This includes allowing scripts to install virus and other means things.

Using a standard account helps eliminate this problem since you can't make changes without being aware of the action.

- If you use the standard account and a virus wants to install, it will ask for the administrator account.
- If you are not installing something, it is a ruse, cancel it.

Example:

If you are operating with local account and something is to be installed, it will ask for admin password. **Red flag**, what are you installing?

If you are trying to install something you will get the same message. Be sure to check what is being installed. If the request is approval for your application, then respond with password. If it is NOT what you are installing, what is asking for the password? DO NOT enter the password! It can be annoying at times but protects the PC. **It is NOT NEARLY AS ANNOYING AS VIRUS.**

S – Mode

If you want to use Apps not in Microsoft Store you must exit S-mode.

Note: Once you exit s-mod, there is no going back. However, if you want to exit s-mode, follow these steps.

Go to **Settings -> System -> Activation**. Under the **Switch to Windows 11 Home / Pro section**, click **Go to the Store**.

This opens the Microsoft Store to a specific page titled Switch out of S Mode.

Start the process by selecting **Get** and **follow the on-page instructions**.

Let's start using Windows 11

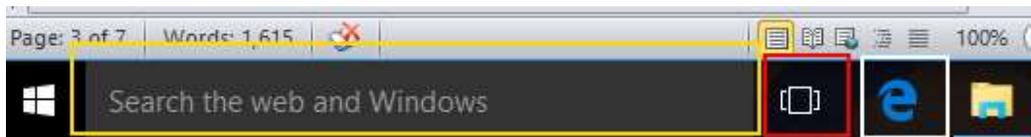
Start Button

New Taskbar Look



- Move to the center (Green rectangle)
- Date, Time, and working apps still at right (Blue rectangle)
- Widgets in now at Left (Red rectangle)

New taskbar items



Search box – type and search window appears (Yellow box)

- Best matches
- Apps
- Settings
- Folders
- Need more room – shrink to a circle
 - Right click
 - Select Cortana
 - Choose “Show Cortana Icon”
- Task View – Show all open tasks (Red Box)
 - Up to 4 desktop open.
 - Close
 - Open

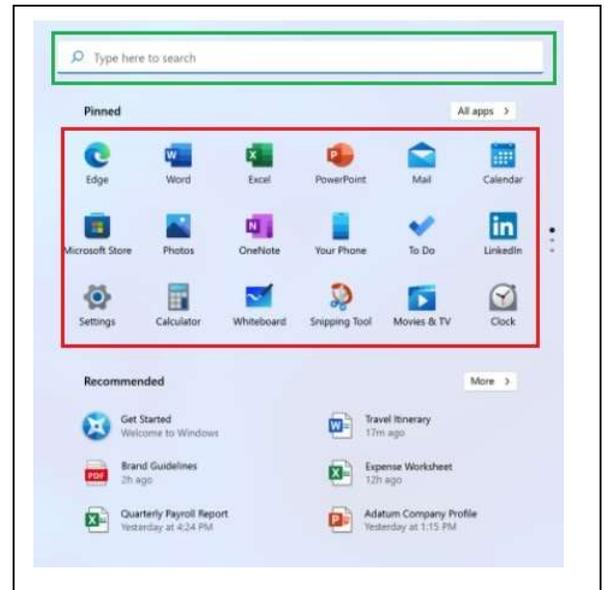
Start Menu – New Look

App List Area (Red)

- Icons are smaller
- Limited to 3 rows a one time
- Move by holding left mouse button
- Remove by right click and remove

App search Section (Green)

- Type app name and click to open.

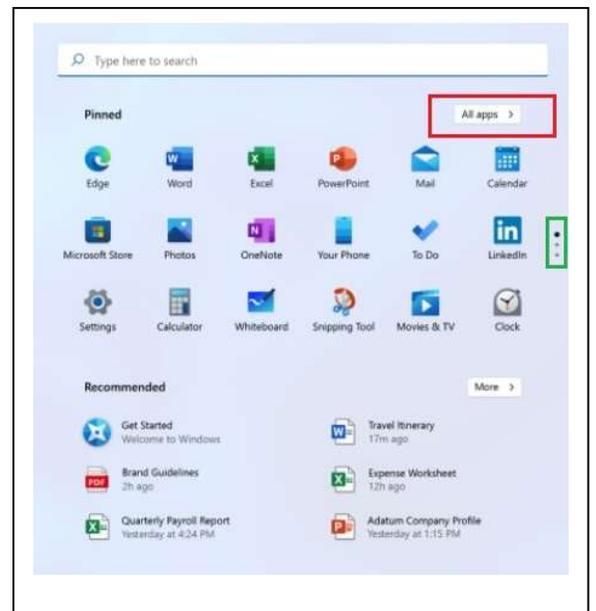


Scroll down for more pinned apps (Green)

- Scroll if more than 3 lines
- Will roll top line off and add another line at bottom.
- Can move from overflow section to main section.

Apps not pinned main section (Red)

- Any app not on Main app area
- Left click "All Apps" on right
- List of all files alphabetically

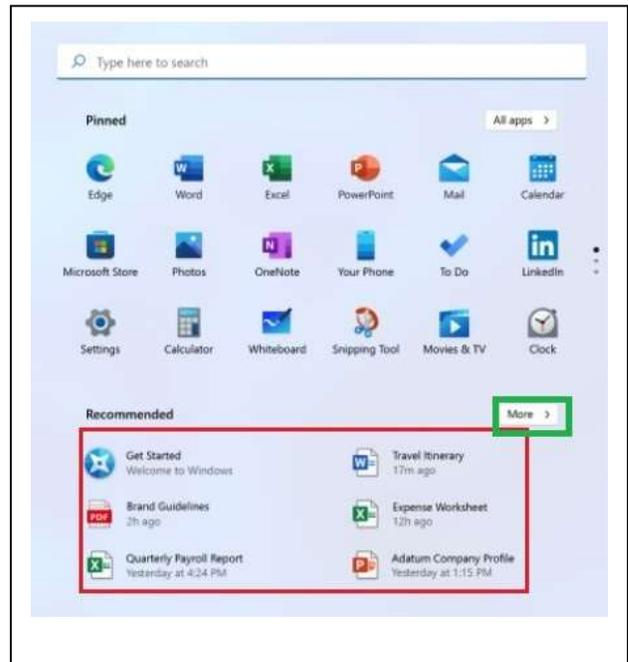


Recently or Often Used Apps (Red)

- Windows keeps track of app activity.
- List of used apps.

Less Frequent Used Apps (Green)

- Main area fills up
- Left click gets you additional apps



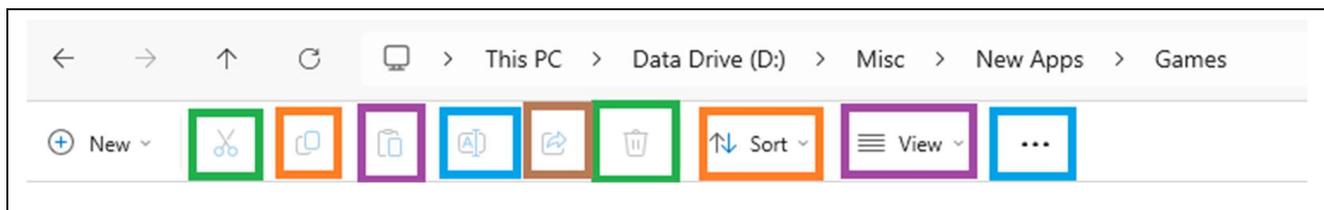
Working with Files – Refresher

Windows Explorer

Windows Key – Bottom row of keyboard with Windows symbol. Use with another key for shortcut

- Windows key & “e” – open “**File Explorer**”
- Windows key & “→” – Puts window in right half of screen
- Windows key & “←” – Puts window in left half of screen

Note: If you have more than one app open when you perform either of the above, Windows assumes you want to use one of the other apps that is open. I will give you a choice. Just left click.



Scissors (Green)
2 files (Orange)
Clip board (Violet)
“A” icon (Blue)
Arrow (Brown)
Trash can (Green)
Sort (Orange)
View (Violet)
Dots (Blue)

Cuts file for moving
Copies for coping
Paste
Rename the file
Share the file
Delete
Sort file order – With drop-down for sort options
Icon choice
Folder options

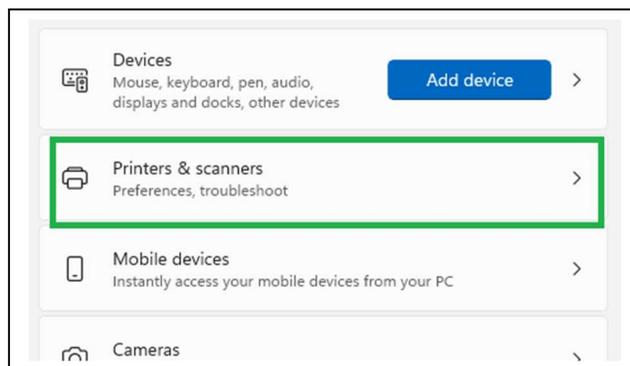
Quick Access Folder

Have frequently accessed folders in one click

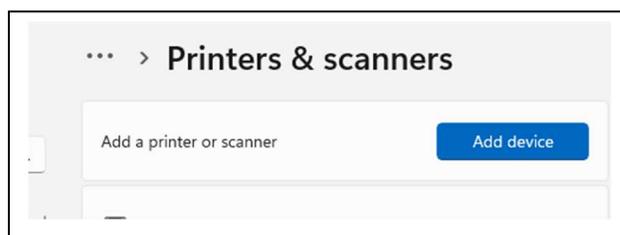
- Windows & E
- Open desired folder
- Find Quick access in left Column
- Right Click
- Pin current folder to Quick access

Printers

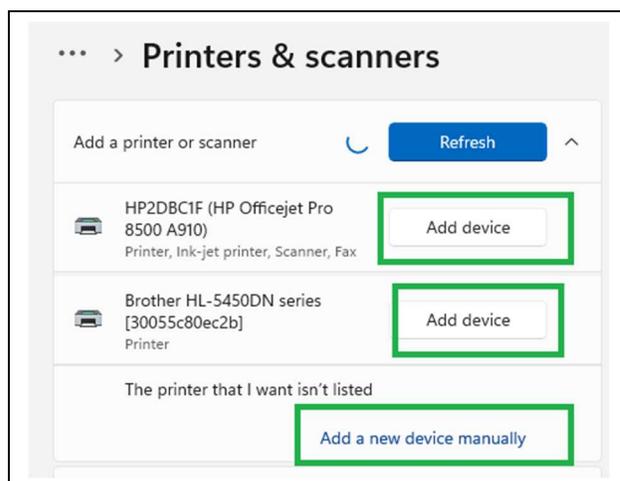
1. Click the search area
2. Type "Printers"
3. Select "Printers and Scanners"



4. In the "Add a printer or scanner" section click "Add device"



5. It will start searching
6. Choose printer you want to add
7. Click "Add device" for the printer you want.



Anti-Virus – All very good Apps

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| Free | Purchased Item |
|---|--|
| Windows Defender <ul style="list-style-type: none">• Part of Windows• Does not use excess resources | ENOD – ESET <ul style="list-style-type: none">• Does not use excess resources |
| | McAfee <ul style="list-style-type: none">• Uses heavy resources when PC powers up |
| | Norton <ul style="list-style-type: none">• Uses heavy resources when PC powers up |

Data Protection – Refresher

Beware of the encryption virus

- Innocent request – you answer and it is in.
- Not sure which if any Anti-virus can stop it if you answer, Yes, it is OK.
- Encrypts all of your files so you can't access them.
- Pay a fee for the key and perhaps you will be able to unlock the files and gain access.
- Otherwise, wipe the hard drive and reload and attempt to recreate everything.

Protect documents, pictures, important files from loss

Store files in folders under one main folder

Connect an external storage device

- Flash drive
- Hard Drive

Open File window with the Windows & E keys

- Place on right side
- Walk down file tree to external drive
- Create and label a folder with the date.

Open File window with the Windows & E keys

- Place on left side
- Walk down file tree to folder you want to copy
- Place the mouse symbol on the folder you want to copy
- Hold down the right mouse button and drag to new folder on right side.
- Release and click copy option

Properly eject the external storage device

Place in safe place.

If you keep pictures of room furnishings and valuable items for insurance, create a second copy and give to sister.